

POLICY OF  STATE OF DELAWARE  DEPARTMENT OF CORRECTION	POLICY NUMBER  H-06	PAGE NUMBER  1 OF 1
	RELATED NCCHC/ACA STANDARDS:  P-H-06	
CHAPTER: 11 HEALTH SERVICES	SUBJECT: RETENTION OF HEALTH RECORDS	
APPROVED BY THE COMMISSIONER:		
EFFECTIVE DATE: 11-19-07		

**PURPOSE:**

Health Records of inmate released or transferred out of the system are securely stored and available for retrieval.

**POLICY:**

1. Health records are reviewed for completeness prior to sending for storage.
2. Health Records are archived after 3 years, the DOC will comply with state statutes regarding record retention.
3. Health records are transported to storage in a manner to assure confidentiality of the health information.
4. Preparation of the health record and storage of inactive health record follows Department of Correction rules and regulations.
5. Inactive records are available upon the request of the treating clinician. Records are activated following Department of Correction procedures.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2003. PH-06

American Correctional Association: Standards for Adult Correction Institutions, 4<sup>th</sup> Edition, 2003. 4-4415.